**south dakota**
**DEPARTMENT OF EDUCATION**
Learning. Leadership. Service.

Special Education Programs

## Directions for Initial Evaluations Spreadsheet 07-08:

1. This spreadsheet is required for SPP data collection. It will be need to be completed for the fiscal year beginning July 1, 2007 and ending June 30, 2008. It must be submitted to SEP by each district no later than August 1, 2008. Any student who received consent for **initial** evaluation on or after July 1, 2007 and whose eligibility was determined on or prior to June 30, 2008 needs to be included on this spreadsheet *(including students evaluated for speech only)*.
   o If permission was received prior to June 30, 2007 but eligibility was not determined prior to July 1, 2007, those students will be included in this information as well.
   o If permission is received prior to June 30, 2008 but eligibility is not determined prior to July 1, 2009, these student will be included on the 2008-2009 collection.
2. Do not try to enter information directly on the webpage, save the "Initial Evals" spreadsheet to your computer as "<u>District Name</u> Initial Evals": It is the districts option as to whether this information is collected at each school or if all data is submitted at the district level, but the final report sent to the state should contain all the students for the district. The spreadsheet is formatted for 100 entries, if you have more than 100 entries you can start another spreadsheet and name it "<u>District Name</u> Initial Evals page 2" and continue as such until all students are recorded. The final document must be e-mailed as an attachment to Linda.Turner@state.sd.us by August 1, 2008.
3. Enter Student Identification number is column A: All students ages 3-21 can be entered into SIMS and be assigned a SIMS number. (If there is not a SIMS number available you must enter some type of number or information that will enable you to associate that student to the information you entered in the case that we may need to request follow-up information)
4. Record the date permission was received in column B: *This should reflect the date the school received permission*, if this date is not recorded on the consent form then the district must use the date the parent gave consent.
5. Record the date the last evaluation was completed in column C. This includes functional evaluations.
6. Record the number of school days between the date permission was received and the date the last evaluation was completed in column D. You will need to use your school calendar to calculate this information. In calculating days, do not include vacation days, weekends, teacher workdays, or days on which school was cancelled: only days in which students are in attendance. The required timeline is that this is completed within 25 school days, if the 25 days is exceeded, you must indicate the reason in column H.
7. Record the date eligibility determination was made in column E.
8. In column F indicate whether the student was eligible or not: this column has a drop down box with "yes" or "no".
9. If student is eligible for special education, in column G indicate the disability area: this column has a drop down box with the disability areas.

September 2007

10. If the date from consent to the last evaluation exceeded 25 school days, then the reason must be coded in corresponding column H:  column H contains a drop down box with the following choices:
    a. Parents signed prior notice to extend timeline
    b. Evaluator was unavailable
    c. Inclement weather
    d. Parent did not bring student for evaluation
    e. Parent waiting on independent report
    f. Parent wanted further testing
    g. Poor scheduling
    h. School activity conflicts
    i. Student left and came back
    j. Student moved
    k. Student sent to treatment facility
    l. Student was ill
    m. Student was suspended/expelled
    n. Other - please explain in "Other" column
11. If "Other" was selected in column H, then you must write the reason for exceeding the timeline in column I.

If you have any questions, please contact Linda.Turner@state.sd.us

September 2007